

6-10-2008

# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES**  
**COUNCIL OF ACADEMIC DEANS**  
**TUESDAY, JUNE 10, 2008**  
**9:00 A.M.**

**Members Present:** Richard Miller, Richard Bowker, John Bonaguro, Richard Kirchmeyer, Don Swoboda, Blaine Ferrell, Sherry Reid, Sam Evans, James Flynn, Dawn Bolton, Alecea Davis, Sadiq Shah, William Tallon, Mike Binder, Doug McElroy, Robert Cobb and Ladonna Hunton.

**Guests Present:** Jane Olmsted, Freida Eggleton, Jessica Steenbergen, and Larry Snyder for David Lee.

**I. Information/Clarification Items:**

**A. Charts-Space Utilization and Policy**

Jessica Steenbergen, Dawn Bolton and Freida Eggleton presented a draft policy from the Campus Scheduling Focus Implementation Team. Dr. Bolton indicated much thought and time has gone into this proposal and asked for input from the Council of Deans.

There was discussion regarding space utilization and which classes should begin at a prime time and which classes could be scheduled in non-prime times. Dr. Burch asked deans to work with Jessica Steenbergen to determine which classes/labs they will schedule outside of prime time.

William Tallon made a motion for the Council of Academic Deans to come to an agreement that some classes will be scheduled outside of prime time. John Bonaguro seconded. The Council of Academic Deans agreed.

Dr. Bolton and the Committee will prepare an addendum to the policy approved by the Council of Academic Deans and send the addendum to each dean.

Following additional discussion, James Flynn made a motion to accept the policy proposed by the Campus Scheduling Focus Implementation Team with revisions. John Bonaguro seconded. The Council of Academic Deans approved. Dr. Burch indicated each dean should discuss the policy with Department Heads and if there are concerns, to bring those concerns back to the Council of Academic Deans. Dr. Bolton will make revisions and provide an updated policy to the deans.

Jessica Steenbergen distributed space utilization reports to each dean. Dr. Burch asked the Deans to let Jessica know if they need the data broken down in another way and asked Deans to look at ways to maximize opportunities and get the best use of our classrooms. After consultation with departments, Deans should have information regarding the percentage of classes which will be scheduled during non-prime-time to Jessica Steenbergen by August 15, 2008.

## **B. Enrollment Update for Fall**

Per Dr. Burch, Freshman enrollment is up for Fall 2008. The big question is how we are doing on retention. Dr. Burch asked deans to follow-up with students and encourage them to come back.

Dr. Burch is concerned that graduate enrollments are down this summer and is also concerned they will be down for the fall as well. She indicated we need to develop a strategy to enroll graduate students.

There was discussion regarding the Business Plan and Dr. Burch indicated it is still in place and that it is the way to go.

Dr. Bowker distributed enrollment data regarding the Graduate College.

## **C. Provost Office – Organizational Changes/Contact Persons**

Dr. Burch briefly discussion staff changes within Academic Affairs. Dr. Burch indicated we are extending our back up system in Academic Affairs to be sure we can cover all areas if someone is out of the office.

Additional changes include Dr. Dawn Bolton moving to the College of Business Administration and Zee Evelsizer moving to the College of Health and Human Services.

## **II. Discussion/Action Items:**

### **A. Budget Reduction Implementation – Discussion/Implications**

There was discussion regarding funds available and budget cuts. Dr. Burch indicated with the budget cuts over, it is not business as usual. There are concerns. There was discussion regarding shortages of funds for projects. Dr. Burch finds items daily that cannot be funded and Academic Affairs cannot fund them either. She indicated deans should find a way to cut expenses and do what they can to help Department Heads and Faculty understand the situation. She indicated we are fortunate to have what we have.

### **B. Summer Retreat**

The CAD Retreat is scheduled to be held at the Faculty House on July 29 and July 30. Some topics for the retreat will include Rank and Tenure, University College, Extended Campus and Graduate Studies. Dr. Burch asked deans to let her know if they have an item they would like to include on the agenda.

**C. Credit Sharing/University College**

Bob Cobb and James Flynn presented a draft policy regarding credit sharing. There was discussion regarding how the colleges are making it possible to offer the Interdisciplinary Studies Program and how credit is given to each college for degrees awarded in University College. Dr. Burch asked deans to study the proposal presented. Dr. Burch indicated a discussion regarding faculty appointments will be a major topic for the workday.

Bob Cobb asked deans to send him an email regarding any problems they see with the proposal. If there are no problems presented, we will go forward with the policy per Mr. Cobb.

**D. Other**

Bob Cobb distributed a draft of the Organizational Chart and asked deans to review it and to make him aware of any changes that need to be made.

Don Swoboda suggested "Main Campus" be changed to "Bowling Green Campus". He indicated he encourages students at extended campuses they are as much a part of WKU as the students at the campus in Bowling Green. The deans agreed.

Dr. Kirchmeyer distributed phone book entries to be reviewed and revised if needed. Dr. Kirchmeyer asked that revisions be sent to him by the end of June.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Teresa Jackson".

Teresa Jackson